

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Press Secretary**  
**Connecticut State Senate Republican Caucus**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Hartford  
**Hours:** Full-Time  
**Salary:** To be determined  
**Closing Date:** None at this time

**Preferred Skills and Ability:**

Qualifications: Exceptional written communication skills. 2-5 years of experience in public relations agency or communications department. Ability to deliver on a deadline. Interest in, and working knowledge of, state government.

**General Experience**

The press secretary will report to the communications director and be responsible for establishing and executing communications goals for Republican state senators.

**Special Knowledge:**

General responsibilities include: writing press releases, op-ed columns, testimony, copy for direct mail, web content and talking points for media interviews; social media management; maintaining media databases; pitching news stories and booking television and radio interviews.

Each press secretary's daily routine will also include monitoring statewide newspapers and news websites; regular contact with senators to plan and discuss media relations; and coordination with legislative aides to archive news clips and monitor local issues.

The press secretary will work directly with the communications director and state senators to:

- identify legislative priorities and refine messaging;
- outline a direct mail plan
- outline a plan for local media presence;
- schedule meetings w/ local newspaper editors; plan local press conferences

**Application Instructions:**

Prospective applicants should provide a resume, cover letter and two writing samples to:

**Director of Operations**  
**Senate Republican Office**  
**Legislative Office Building, Room 3400**  
**Hartford, CT 06106**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.